|  |  |
| --- | --- |
| A picture containing drawing  Description automatically generated | **Expense form - Interim Report** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM LEADER:** | | | | | | **DATE:** | | | | |
| **TEAM MEMBERS:** | | | | | |  | | | | |
| 1. | | | | | | 2. | | | | |
| 3. | | | | | | 4. | | | | |
| 5. | | | | | | 6. | | | | |
| **A. TRAVEL** | | | Car km @ 45¢ / km. | | | $ | |  | | |
|  | | | Parking | | | $ | | **TOTAL A $** | | |
| **B. RELEASE TIME (All documentation must be attached)** | | | | | | | | | | |
| **Name:** | | | | | | **Date:** | | | **Amount:** | |
| 1. | | | | | |  | | | $ | |
| 2. | | | | | |  | | | $ | |
| 3. | | | | | |  | | | $ | |
| 4. | | | | | |  | | | $ | |
| 5. | | | | | |  | | | $ | |
|  | | | | | |  | | | **TOTAL B $** | |
| **C. RESOURCES (All receipts must be attached)** | | | | | | | | | | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | | **TOTAL C $** | |
| **D. OTHER EXPENSES (All receipts must be attached) (Provide details)** | | | | | | | | | | |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | | **TOTAL D $** |
|  | |  | | | | | | | |  |
| **GRAND TOTAL** | | | | | | | | | | **$** |

|  |  |
| --- | --- |
| A picture containing drawing  Description automatically generated | **Expense form - Final Report** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM LEADER:** | | | | | | **DATE:** | | | | |
| **TEAM MEMBERS:** | | | | | |  | | | | |
| 1. | | | | | | 2. | | | | |
| 3. | | | | | | 4. | | | | |
| 5. | | | | | | 6. | | | | |
| **A. TRAVEL** | | | Car km @ 45¢ / km. | | | $ | |  | | |
|  | | | Parking | | | $ | | **TOTAL A $** | | |
| **B. RELEASE TIME (All documentation must be attached)** | | | | | | | | | | |
| **Name:** | | | | | | **Date:** | | | **Amount:** | |
| 1. | | | | | |  | | | $ | |
| 2. | | | | | |  | | | $ | |
| 3. | | | | | |  | | | $ | |
| 4. | | | | | |  | | | $ | |
| 5. | | | | | |  | | | $ | |
|  | | | | | |  | | | **TOTAL B $** | |
| **C. RESOURCES (All receipts must be attached)** | | | | | | | | | | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  |  | | |  |  | |  | | **TOTAL C $** | |
| **D. OTHER EXPENSES (All receipts must be attached) (Provide details)** | | | | | | | | | | |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | |  |
|  | |  | | | | | | | | **TOTAL D $** |
|  | |  | | | | | | | |  |
| **GRAND TOTAL** | | | | | | | | | | **$** |